

Charter Transition Team

April 24, 2007

Attendance: Gary Bischoff, Chair, Wayne Harris, Phil Terpening, Lou Klein, Gerry Benjamin

Excused: Marianne Collins, Robert Parete

County Attorney's Office: Bea Havranek

Clerk's Office: Kathy Mihm and Meg Dellay, Administrators Office: Art Smith

Others in attendance Tom Kadgen, Lee Cane and Cindy Bell representing the LWV;

Press attendance: Brian Hollander and Allan Wikman

Gary Bischoff called the meeting to order at 4:32 PM.

Gary introduced the new Deputy Clerk, Meg Dellay, who will assist Kathy Mihm on various projects, specifically the Charter transition. Meg will support the Charter Transition Team (CTT) with research, writing and compiling input as the County prepares for a Charter form of government.

Gary sent new sign-off resolution form around for committee review.

Packet of information sent around to each committee member – Responses to MEMO sent 3/26/07 from Gary Bischoff, CTT (impact of charter on departments):

****see Attachment-Response Letters****

Email replies from:

- Bonnie Szpulecki/Insurance
- John F. Miller/Stop-DWI/Ulster

Hardcopy responses from:

- Dean Palen/Public Health
- Alice Haberski/Consumer Fraud
- Arlene Foy Reynolds/Human Relations Commission
- Brenda Bartholomew/Personnel
- Lewis Kirschner/County Treasurer
- Marshall Beckman/Mental Health
- Arthur Snyder/Emergency Communications
- Robert Sudlow/Probation
- Rose Jambrone/Community Services Board
- James DeGasperi/Weights & Measures
- Cynthia Ruiz/Public Transit
- Nina Postupack/County Clerk
- Krista Barringer/Youth Bureau

Also included in packet...Copies of letters to State Legislators requesting State Reimbursement for Charter Creation: ****see Attachment-Elected Officials****

- Senator John Bonacic
- Senator William Larkin, Jr.
- Assemblyman Kevin Cahill
- Assemblyman Daniel Hooker
- Assemblyman Clifford Crouch
- Assemblyman Thomas Kirwan

Response from:

- Assemblyman Kevin Cahill ****in Attachment-Elected Officials****

Gary Bischoff referred to a letter from Kevin Cahill who suggested we call Kyle Wilber of the Department of State Division of Local Government to discuss our needs.

Organization Charts for the following departments were distributed to committee:

****see Attachment-UCDepts.Org Charts****

- Administrator's Office
- Purchasing
- County Attorney's Office
- Clerk of the Legislature
- Auditor
- Planning
- Personnel
- Treasurer

Gary Bischoff went over Organization Charts, had a simplified discussion, need to decide which one comes under new department (i.e. payroll must be sure to have continuity). Gary suggested that committee members look at the charts before the next meeting.

Dr. Benjamin suggested that we ask other counties for their organizational charts and compare. The counties suggested were Chemung, Chautaugua, Nassau and Dutchess counties. We should look for ideas from other counties. Suggestion was made that we contact NYSAC director to let him know we need some help. Art Smith mentioned upcoming finance school. Art will work with the Clerk's Office to track down some of this information.

Bea Havranek spoke to Administrative Code, looked at Erie County work from the Charter to the Code and back. Code codification of Local Laws chapter. To get us started get charter to do piece by piece. Good to have Meg on board, spoke to preliminary research. Gary very happy General Code is on board and has started work already.

Bea Havranek suggested we start with 1st Article of Charter to see what needs to be plugged in. She needs support to accomplish this task. Ways & Means asked for more specifics.

Budget: The following items were agreed on for a preliminary budget for the transition

- \$10,000 Para-legal fees
- \$7,500 Codification (include Charter /Administrative Code).
- \$3,000 Research
- \$1,500 Travel and expenses (meals, mileage, tolls) for speakers travel to Ulster County
- \$22,000 Total

Wayne Harris made the motion, 2nd Gerry Benjamin to re-submit resolution to the Ways and Means and then to the full Legislature. All in favor. AYES.

Next meeting May 22nd @ 4:30 PM

**Please note: Attachments added to text on 8/15/07 (omitted with original minutes).
GB/md**